

MINISTRY OF FINANCE

TENDER NOTICE NUMBER 2/2018/19

1. BACKGROUND

- 1.1 The Government of Lesotho (GOL) owned vehicle fleet and maintenance workshops and operated the latter as Plant and Vehicle Pool Services (PVPS). In 1995 GOL embarked on a Privatisation and Private Sector Development Programme which included the privatisation of PVPS. The divestiture process of PVPS started in 1998. In 2002, GOL procured the services of Imperial Fleet Services ("IFS") through international competitive bidding process to provide and manage the Government vehicle fleet. The GOL further, as part of the above privatisation process, leased its maintenance workshops (the main site in Maseru and the others spread across the country in Leribe, Mophale's Hoek, Qacha's Nek, Thaba Tseka and Mokhotlong) to IFS. Subsequent to IFS, Avis was awarded the contract to provide vehicle fleet and management services to the GOL in 2007. This contract was terminated in September 2015 and subsequently Proposal Bidvest Bank Limited was engaged to provide GOL with fleet under short term hire contract.
- 1.2 The GoL has since taken a decision to proactively use large tenders as an opportunity to catalyse the involvement of Basotho in business. The first tender under this policy is the Government fleet tender. When this process is complete in two to two and half years GoL will lease in total 1,400 vehicles from Basotho. As Government phases out the 900 vehicles it currently owns, this will be replaced by those leased from Basotho

2. OBJECTIVE

- 2.1 The objective of this tender is to procure a Lesotho registered fleet management company to manage both Government fleet (100% owned) and leased fleet (to be procurement from Basotho) and to implement Government of Lesotho policy as it relates to the procurement of transport services from Basotho.
- 2.2 The additional objective is to assist Government implement its policy of empowerment Basotho in second-tier fleet services such as setting dealerships, provision of spare parts, panel beating, etc.
- 2.3 To lower Government's transportation costs and raise operational efficiencies.

3. SCOPE OF WORK

- 3.1 The Government intends to procure the services of a fleet management services company which shall perform the following services:
 - a. Procure vehicles from Basotho on fixed term contracts authorised by the Government of Lesotho ("the Client") and to manage such acquired fleet in line with best international practice;

- b. Ensure that all procured vehicles are insured by the owners and legally registered under the laws of Lesotho;
- c. Propose and implement a fleet management system across the entire fleet acquired;
- d. Working closely with the Client, propose and implement a policy on the empowerment and utilisation of Basotho fleet service providers;
- e. Develop and propose to the Client a transport policy that will seek to increase transport efficiency and reduce cost;
- f. In line with Government's statement on the empowerment of Basotho in the fleet maintenance services, identify and maintain a list of Basotho service providers who shall be selected to provide maintenance services from time to time;
- g. Facilitate the engagement process of the services contracts between the government and Basotho vehicles providers and other related service providers on behalf of the government;
- h. Provide the Client with all necessary information to monitor and implement travel budgets allocated to the MDAs;
- i. Undertake the monitoring of fuel usage including, but not limited to installation of fuel monitoring devices;
- j. Monitor vehicles abuse, losses and implement the system to ensure that all losses are recovered;
- k. Facilitate the entire process of payment of invoices;
- l. Assist MDAs to comply with monthly mileage limits and process authorisation to transport officers and chief accounting officers where excess mileage cannot be avoided;
- m. Maintain and update a database of owned and leased vehicles;
- n. Assist the Client to dispose of its own vehicles that are beyond economic use;
- o. Impart knowledge and skills to the Fleet Management Unit Personnel, transport officers and the vehicle service providers;
- p. Undertake fleet needs assessment and affordability by Ministries, Departments and Agencies (MDA);
- q. Assist in detecting fraud and fronting in the entire fleet service process;

4. SKILLS AND CAPABILITIES

- Fleet Management Company must have at least five (5) years' experience in under-taking similar assignment.
- The proposal must have a full profile of the company as well as personnel that will be involved in under-taking the assignment.
- The company must designate a dedicated full time manager for the duration of the assignment.
- No officer or personnel will be allowed to participate without prior written approval obtained from GoL.
- If sub-consultant/s are to be used during the assignment the bid should include the information on the division of work between different firms (including fee division).
- The proposal must include the firm's capability statement and for each sub-consultant with specific reference to all aspects related to disciplines involved with the assignment.

- GoL reserves the right to reject a proposal if in its opinion the bidder does not a capacity or will not be able to provide a continuity required for a successful completion of the assignment.
- The Company must have professional personnel with experience and expertise at the following described sections.

5. PERSONNEL

- 5.1 The proposal should include full details of all personnel (including sub-consultants) who will be involved in the assignment. Detailed CVs of all personnel, no longer than three pages each, must be submitted with the proposal. Failure to adhere to this will invalidate the bid.
- 5.2 No changes to these personnel will be allowed during the assignment unless prior written approval has been obtained from GOL.
- 5.3 The personnel must be knowledgeable and experienced in the following areas:
- a) Fleet management
 - b) Policy development
 - c) Project management
 - d) Contract management
 - e) Financial management
 - f) Monitoring and evaluation
 - g) Human resource management
 - h) Legal advisory and other related skills.
- 5.4 The person nominated to act as a project manager for implementation of this assignment must have successfully managed and completed similar types of projects.
- 5.5 The firm and its sub-consultants will be required to take out and maintain, at their own cost, professional liability insurance

6. WORK PLAN AND TIMEFRAME

- 6.1 A detailed work plan, showing all project activities and milestones must form part of the bid. The work plan must include time and resource allocation matrix showing work allocation for each task e.g. man hours and committing team members listed in the resource allocation table. Availability must be specified and GOL will consider such work and resource allocation as a firm commitment once the bidder is selected.
- 6.2 The successful bidder must be able to commence with the assignment immediately upon receipt of a letter of appointment.

7. TENDER REQUIREMENTS AND PRE-REQUISITES

- 7.1 Tenderer is expected to provide:
- 7.1.1 Copy of original receipt of the bid document;
 - 7.1.2 Company profile.

- 7.1.3 Correct number of responses (1 original and 5 copies)
- 7.1.4 Reference letters confirming experience in a similar size assignment
- 7.1.5 Traders licence/tax clearance certified at source.

8. FINANCIAL PROPOSAL

- 8.1 The bidder is required to provide financial proposal in line with scope of work as indicated in item 4 above. The financial proposal should reflect professional fees and out-of-pocket expenses. The bidder is required to submit a financial proposal in an envelope separate from technical proposal. The bid price should include Value Added Tax (VAT of 15%).

9. EVALUATION CRITERIA

- 9.1 All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of the Entity.
- 9.2 Technical competence is the principal selection criteria, GoL will evaluate the technical criteria first, and will look at the price if it is satisfied with the technical evaluation. As a result of this, GoL does not bind itself in any way to select the firm offering the lowest price.
- 9.3 The relevant technical weighting of the criteria is as follows:

NO	CRITERIA	POINTS
1.	Track record and experience	25
2.	Qualifications and skills proposed team	25
4.	Capability building and skills transfer	10
5.	Project Management	10
	TOTAL	100

- 9.4 **A bidder whose technical score is above 70% will qualify to be evaluated according to price.**
- 9.5 Financial proposals of bidders who have scored less than a technical score of 70% will be returned unopened.

10. SPECIAL CONDITIONS

- 10.1 GOL reserves the right to invite bidders to present their bid proposals, at their own cost during the evaluation of the bids.
- 10.2 GOL reserves the right not award the contract.

11. TIMING

- 11.1 The Fleet Management Company must assume duty immediately upon the award of the contract.
- 11.2 The assignment will take a duration of forty-eight (48) months.

12. CONFLICT OF INTEREST

- 12.1 The bidder shall declare to GOL any possible activities that are likely to give rise to conflict of interest. Failure to provide this information will invalidate the bid.

13. SUBMISSION

- 13.1 Bids in two separate envelopes bearing no identification of the Tenderer marked **“Technical proposal for a Fleet management company for the procurement of a fleet management service for the Government of Lesotho”** and **“Financial proposal for a Fleet management company for the procurement of a fleet management service for the Government of Lesotho”** must be submitted in one (1) original and five (5) copies of the bids and be deposited in the tender box at Finance House, 3rd Floor, Government Complex, not later than 12:00hrs on the **3rd September 2018**. Tenders will be opened in the presence of Tenderers or their representatives who choose to attend at 14:30hrs on the same day at the Ministry of Finance Tender Board Room, 3rd Floor, Finance House, Government Complex.

14. VALIDITY OF BIDS

- 14.1 Tenders must be valid for sixty (60 days) from the date of opening.

15. CONTACT DETAILS

- 15.1 Tenderers must submit the full names, postal and physical address, landline and mobile number, and email address of the Fleet Management Company, and the full names of the contact person responsible for the tender, his/her telephone numbers (both landline and mobile) and email address, as part of the technical proposal.

16. ADDITIONAL INFORMATION OR CLARIFICATION

- 16.1 Additional Information or Clarification regarding the tender may be requested from the following:

Procurement Manager (Mr. M. Mandoro)
Procurement Unit
P.O. Box 395, Maseru
2nd Floor Finance House,
Room 2005/3035
Contact number: (+266) 22315318 or 22320169
Motolo.mandoro@gov.ls

OR

Contracts Manager (Ms. Mathabo Mphale)
P.O. Box 395, Maseru
3rd Floor Finance House,
Room 3004
Contact number: (+266) 58854884 /2231 4367
Mathabo.mphale@gov.ls